

Army Reserve Pay Quarterly Digest

Headquarters, U.S. Army Reserve Command, ATTN: AFRC-COO, Fort McPherson, GA 30330-2000

Volume 5 Issue 2

January 2009

Expires 1 January 2010

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Mr. Scott Rhode, Pay Policy and Operations Team Leader

Defense Integrated Military Human Resource System (DIMHRS) Update

DIMHRS Initial Operation Capacity (IOC) will not occur on 1 March 2009. Due to continued problems with DIMHRS development, the Deputy Secretary of Defense directed Army to take the lead on developing an Army DIMHRS solution. The Deputy Secretary of Defense directed the Air Force try to leverage the Army solution to fit Air Force needs. A review of the program is underway and we are awaiting further guidance from DA G-1

Testing - The System Acceptance Test (SAT) is scheduled tentatively to continue through March 2009.

Military Pay Mission Transition - WARNING ORDER 001 (08-123) (Transfer of the Reserve Military Pay Mission in Support of the Defense Integrated Human Resources System (DIMHRS)), 28 May 08, describes actions to re-align the MILPAY mission within the USARC. These actions were dependent on DIMHRS deploying. We are staffing an OPORD to move Financial Manager positions back to the RSC RMOs.

Training – All DIMHRS training, classroom and distance learning, is on hold pending DIMHRS program decisions.

POC Scott Rhode, USAR Pay Policy and Operations, scott.rhode@us.army.mil, DSN 367-8555 or (404) 464-8555.

Funds in Held Pay

The USAR Pay Liaison Activity at DFAS-IN continues to work with the Defense Finance and Accounting Service – Indianapolis (DFAS-IN) to reduce Held Pay accounts. Each month, DFAS-IN returns Held Pay funds that are over 90 days old to the U.S. Treasury.

DFAS inputs a remark on the Soldier's LES indicating return of Held Pay funds. They remove the Held Pay indicator from the Soldier's account to prevent holding of future payments. It is imperative that the Soldier submit new direct deposit information to prevent payments from going to the invalid account or address and initiating held pay status again.

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Instructions for retrieving Held Pay funds sent to the U.S. Treasury are available at <https://usarcintra/dcscompt.www/RESPAY/Returnd%20Held%20Pay%20Funds.pdf>. Submit requests for refunds of Held Pay for Soldiers who are active Reserve members to the USAR Pay Liaison Activity.

Do not allow Soldiers to submit their refund requests directly to the Liaison Activity. Due to the sensitive nature of these requests, unit involvement is necessary for maintaining a proper audit trail. Treasury sends Held Pay refunds to the Soldier's bank account or mailing address.

See USAR Pam 37-1, paragraph 2-15 for guidance on Held Pay issues that do not involve return of funds to Treasury.

We encourage units and Commands to ensure that Soldiers are aware of current Held Pay procedures and the importance of ensuring they have a valid pay option in DJMS-RC.

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Case Management System (CMS)

The Case Management System (CMS) continues to move forward with new updates. CMS will be the tool for routing pay inquiries for resolution until DIMHRS deploys.

The C2 changes that occurred on 1 Oct 08 require updating the CMS structure of affected Commands. Commands that are using CMS and had structure changes should submit a spreadsheet with the following data to the Liaison Activity:

1. New units to add to your CMS structure.
2. Old units to delete.
3. Changes to current units (i.e. unit name, unit address)
4. CMS users requiring changes (move or delete account)

The spreadsheet format can vary as long as it contains the required information. We will work with the DFAS-IN CMS teams to incorporate the changes. Please be patient as this process is time-consuming.

We are also working with DFAS-IN to determine the most effective structure for RSC CMS support, more to follow.

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Leave and Earning Statements (LES) **History Requests**

USAR Pam 37-1, paragraph 7-9, provides guidance on LES History requests. The Army Reserve Pay Liaison Activity coordinates requests for LES history that is less than 6 years old with DFAS-IN. In many cases, the Command Pay Managers can process these requests using DJMS-RC or Report.Web. Please verify that your Pay Manager is unable to retrieve the needed history before submitting the request to us.

You may email requests for LES histories less than 6 years old to to CIN-ARLIAISON@DFAS.MIL.

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You may fax requests for LES histories that are more than 6 years old to DFAS-IN at (317) 275-0123.

All LES history requests must contain the information below. An LES request form is available at <https://usarcintra/dcscompt.www/respay/lesrequest.doc>.

1. Name
2. SSN
3. Mailing address to send the LES history.
4. Component: Active or Reserve
5. Period Requested: Example: (From: 20050101 To: 20060509)
6. POC information: Name and Phone number.
7. Unit of Assignment.

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Reserve Pay Support by the Regional Support Commands (RSCs) and Operational & Functional Commands (O&Fs)

The four RSCs perform Base Operations functions for the units within their Geographic Area of Responsibility (GAOR) regardless of the unit's higher headquarters location. Reserve Pay is one of these Base Ops functions. The RSC Resource Management Office will provide Reserve Pay support as specified in the draft RSC Operations and Functions Manual once they have their pay staffing.

- (1) Provide operational and procedural guidance on use of Reserve Pay Systems.

- (2) Review and disseminate USAR pay policy and directives from USARC, DOD, HQDA and the Defense Finance and Accounting Service (DFAS)
- (3) Provide oversight of attendance by unit pay personnel at the USAR Unit Pay Administration Course (UPAC).
- (4) Ensure that users of military pay systems and feeder systems have been authorized access by the unit commander
- (5) Coordinate with higher headquarters on mobilization planning.
- (6) Provide technical assistance to units on USAR pay matters.
- (7) Provide refresher training to units, as required.
- (8) Assist with resolution of USAR pay problems, Congressional, IG, and other pay complaints directed to the RSC HHC and supported functional commands and units within the RSC's boundaries.
- (9) Coordinate with USARC on USAR pay support for major exercises.
- (10) Analyze pay statistics and make recommendations for required action.
- (11) Serve as liaison with the USAR Pay Center and Reserve Component Pay Support Offices (RCPSOs).
- (12) Manage a Quality Assurance Program for USAR pay administration. Perform biennial Quality Assurance visits. Use pay reports and the USARC G-8 QA checklists to measure the effectiveness of the assistance visits and track improvements.
- (13) Monitor Functional Command Continuity of Operations Plans (COOP) to process pay for each unit in an emergency.
- (14) Ensure qualified military pay support of Soldier Readiness Processing.

O&F Commands and RRCs will support their down trace if they have staffing and should request support from the RSC as needed.

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ADARS/RADARS Exception Processing

1. Units must initiate payment for Battle Assemblies (BAs), individual active duty orders of 1-29 days, unit AT and mobilization through the appropriate module in RLAS. However, some situations require manual processing through the USAR Pay Center (UPC), such as issues created by C2 changes.

2. We are seeing an increase in requests for manual processing for actions that should be processed in ADARS or RADARS. Paragraph 3 and 4 lists those situations that require manual processing. Units will submit requests for manual processing to their Command Pay Manager or directly to the UPC as indicated below. If the Command Pay Manager cannot process the request, he/she will request an Exception to Policy (ETP) from the supporting Pay Team at the UPC. After receipt of ETP approval, submit the action with an explanation of the situation to the supporting Pay Team at the UPC.

3. ADARS:

a. Actions that **do not** require an ETP, unit should submit directly to the UPC. Include one of the

reasons below in the remarks section of the USAR Form 26-R.

(1) Battle Assembly (BA) date older than 12 months.

(2) Transfers between Components, example transfer from USAR to Active Army.

(3) BA for Soldier separated from RLAS Personnel and no longer accessible in the ADARS module.

b. Actions that **require** the Command to request an ETP. If the UPC receives a request directly from the unit, they will forward it to the Command Pay Manager for resolution.

(1) BA request due to transfers / reorganizations within the same command.

(2) BA request due to transfers / reorganizations between Commands.

(3) BA date within last 12 months.

4. RADARS:

a. Actions that **do not** require an ETP, unit should submit directly to the UPC. Include one of the reasons below in the remarks section of the USAR Form 26-R.

(1) Requests to pay unit AT more than 60 days after completion of duty, user cannot access the pay annexes (include certified pay annex, automated or manual copy)

(2) Active Duty orders not produced in RLAS (HRC-St. Louis orders, manually created orders).

(3) Active Duty orders 1-29 days where duty start date is over 12 months old.

(4) Amendments to orders originally paid through RADARS. This includes additional duty days or a change in entitlements due to the amendment.

(5) Active Duty orders over 29 days.

b. Actions that **require** the Command to request an ETP. UPC will forward requests received directly

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from units to the Command Pay Manager for resolution.

(1) Requests to pay unit AT within 60 days of completion of duty (include certified pay annex, automated or manual copy)

(2) Individual Active Duty 1-29 days - pay request due to transfers/ reorganizations within the same Region.

(3) Individual Active Duty 1-29 days - pay request due to transfers/ reorganizations between Regions.

(4) Mobilization orders, except for those with the same home station and mobilization station report date.

5. Commands requiring assistance in resolving RLAS access issues should contact SFC Kenneth Handy at DSN 367-9066, (404) 464-9066 or Kenneth.handy@us.army.mil.

POC Patricia Dempsey, USAR Pay Center, DSN 280-5403, (608) 388-5403 or Patricia.Dempsey@usar.army.mil.



Selected Reserve Special Pay Program

Some USAR Medical officers qualify for the Selected Reserve Special Pay Program. Qualified Officers sign USAREC Form 1166 or 1252 to declare their intent to receive special pay. HRC St

Louis is responsible for payment of the Special Pay. Do not send payment requests or inquiries to the UPC.

Refer questions concerning the Selected Reserve Special Pay Program to HRC St. Louis at 314-592-0000, ext 0523.

POC Glen Miller, USAR Pay Center,
Glen.M.Miller@us.army.mil, DSN 280-4665 or
(608) 388-4665.

Automatic Bonus Payment Inquiry Procedures

1. The USAR Pay Center (UPC) is automatically processing initial installments of Non-Prior Service (NPS) enlistment and reenlistment bonuses, using data from the Recruit Quota System (REQUEST) for NPS enlistment bonuses and the Retention Management System (RMS) for reenlistment bonuses. No action is necessary by the unit to initiate payment of these bonuses. Units will continue to submit payment requests to the UPC for Affiliation bonuses (both enlisted and officer), Officer Accession bonuses, MOS conversion bonuses, and most prior service enlistment bonuses.

2. Automatic bonus payments should occur within thirty days of:

a. Completion of MOS training for NPS enlistment bonuses. MOSs requiring a security clearance (interim is not sufficient) will be paid after award of security clearance. Soldier must be coded as "Duty Position Qualified" in RLAS.

b. Completion of Basic Combat Training and MOS award by command for Army Civilian Acquired Skills Program (ACASP).

c. Reenlistment

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(1). The date of reenlistment for immediate reenlistments.

(a). First term reenlistments which remained in a TPU status for their entire contract, stayed beyond their contractual ETS date and reenlisted during their remaining statutory obligation.

(b). A Soldier who extended for Drill Sergeant School (DSS), completed DSS and then reenlisted, regardless of the extension time remaining.

(2). Effective date of reenlistment (day after prior ETS) for all other reenlistments

d. Prior Service Enlistment

(1). Date of contract execution for PS enlistment bonuses when Soldier is already MOS qualified, not in the IRR and enlists through MEPS.

(2). All PS Soldiers enlisting from AC & all non-MOSQ PS Soldiers enlisting through MEPS from civilian life (not IRR) require manual processing. Effective 16 March 2008, Soldiers assigned to the IRR are no longer eligible to contract for the PS Enlistment Bonus.

3. Take the following actions to determine the status of a bonus when payment does not occur within thirty days of the events above -

a. Determine if the UPC received the bonus data by checking the bonus file on the USAR Pay Management Division web site. Go to <https://usarcintra/g8/RESPAY.htm>, click on **ADARS/RADARS/Bonus Files**, then click on **Bonus File**. There are separate tabs for enlistment and reenlistment bonuses.

b. If the Soldier **is on** the bonus list and

(1) the "File Received" date in the bonus file is less than fifteen days prior to the current date - instruct the Soldier to check MyPay after fifteen days has elapsed from the file-received date. Advise the Soldier to notify you if the bonus is still unpaid at that time.

(2) The "File Received" date is fifteen days or more prior to the current date and the bonus does not reflect in MyPay, contact your RRC/DRC Pay POC. Your Pay POC will coordinate with the supporting pay team at the UPC to determine the status of the bonus.

c. If the Soldier is **not on** the bonus list and the bonus is

(1). For a NPS or an ACASP bonus, send an email inquiry to your pay team at the UPC. Preferred format for the email inquiry is:

Subject - Enlistment Bonus inquiry (specify type of enlistment bonus)

Name

SSN

Date of enlistment

Date qualified for bonus (see para 2)

Statement that the Soldier is not listed on the web bonus file

Your pay team will coordinate retrieval of the Soldier's bonus data from REQUEST.

(2). a reenlistment bonus – Contact your unit administrator. The unit administrator must coordinate with their Army Reserve Career Counselor (ARCC) to determine if the reenlistment information is in RMS. After the ARCC has determined that reenlistment data is correct, the ARCC should contact the Area Leader. The Area Leader will review data in RMS. If data is correct, the Area Leader will contact the Army Reserve Career Division (ARCD). The ARCD will review the data and determine whether they can provide automated data to the USAR Pay Center (UPC) for automated payment, or authorize a manual payment based on their availability to process.

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Preventing Erroneous Anniversary Bonus Payments

The USAR Pay Center (UPC) runs a weekly process to pay automatically anniversary installments of enlistment, reenlistment, affiliation and officer accession bonuses.

A recent US Army Audit Agency report found that units are not always suspending or terminating bonuses when Soldiers lose eligibility for future payments. The result is Soldiers who are not entitled to an anniversary payment are still receiving them through the automated payment process.

Units must review Section 3, Bonus Payment Data, of the Unit Commander's Pay Management Report for Soldier's due anniversary bonus payments during the next month. Units must terminate the bonus of any Soldier who is no longer eligible for bonus payments by submitting a USAR Form 23-R and supporting document(s) to their servicing pay team. The supporting document(s) allow the UPC to determine whether they must recoup and terminate the bonus.

The following are the most common reasons Soldiers lose eligibility for continued bonus payments and the appropriate supporting documents for terminating the bonus..

Enlistment into the AC:

- ✓ Copy of DD Form 4 AC Enlistment
- ✓ USAR Form 23-R

AGR assignment:

- ✓ Copy of the AGR Assignment Order

- ✓ USAR Form 23-R

Accepts permanent MILTECH or temporary MILTECH position of more than 6 months:

- ✓ USAR Form 23-R
- ✓ SF 50

Officer Commission:

- ✓ USAR Form 23-R
- ✓ Commissioning Order

Unsatisfactorily performance (9 U's within a 12-month period regardless of whether Soldier is separated or not):

- ✓ USAR Form 23-R

Soldier voluntarily moves to non-critical MOS:

- ✓ USAR Form 23-R

Soldier transfers to the IRR

- ✓ Transfer order
- ✓ USAR Form 23-R

If the unit does not initiate the bonus termination, the UPC will terminate the bonus with recoupment based on data feeds from various systems that interface with DJMS-RC. This may create erroneous debts in cases where the reason for the termination does not require recoupment. Debts for separated Soldiers are transferred to DFAS-IN 90 days after separation. At that point, the UPC can no longer cancel or repay an erroneous debt.

Units must submit timely bonus termination actions to avoid erroneous debt collections, and undue hardship to Soldiers.

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Certifying Dependency Status

Use DA 5960 to update or certify dependency status for Soldiers with primary dependents (spouse, child, unmarried child). If a Soldier has a change in dependency status (marries, divorces, childbirth or child reaches legal age), prepare DA 5960 and submit to your pay team at the UPC. You must also update the DA 5960 Validation Date in RLAS. Leave the DA 5960 Validation Date blank for Soldiers without dependents.

Soldiers who have not had a change to their dependent information must certify their dependency status at least every 3 years (1094 days). Soldiers whose DA 5960 Validation Date in RLAS is older than 1094 days may receive the incorrect rate of BAH when performing active duty of 1-29 days.

The UPC receives numerous DA 5960s that are completed improperly. Use USAR Pam 37-1, Table 3-2, and the guidance below to ensure the DA 5960 contains all required information.

Completing DA 5960 -

- Block 4 (only one action should be marked)
- Block 6 is for the date the action occurred (e.g. date of divorce, date of childbirth, and date of marriage); it is not the date the form was completed.
- Block 7 (single Soldiers who pay child support should mark without dependents) all others select either with or without dependents.
- Block 8 (A) Single (for single Soldiers who pay child support), 8 (B) Married, 8 (C) Divorced or 8 (D) Legally Separated must also complete 8 (1), (2) and (3). Block 8 (E) Dependent Child must also complete 8 (4), and review (5) and (6).
- Block 9 only used if Soldier resides in government quarters (married to active duty spouse assigned family quarters or on long tour and assigned government quarters).

- Block 10 (list all dependents, their address, their relationship and date of birth for children).
- Block 11 (select one of the two boxes and initial).
- Block 12 (NOT USED).
- Block 13 and 14 (member signature and date).
- Block 15 and 16 (authorized signature and date) normally the Commander. See USAR Pam 37-1, paragraph 1-12, for personnel authorized to certify DA Form 5960.

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New Site ID Structure for USAR Pay Center Support

1. The USAR Pay Center (UPC) has restructured its pay support to align with the new C2 structure of the Operational, Functional, Sustainment, Training Commands (O&Fs) and Regional Support Commands (RSCs). The result of this restructuring is that all units within a Command will receive pay support from the same pay team at the UPC. Additionally, most units will have a new Site ID.

2. The spreadsheet at <https://usarcintra/dcscompt.www/RESPAY/Digest/Kevin/2009 Pay Team Assignment4.xls> identifies the parent and subordinate command codes, new Site ID, UPC Pay team, payroll number sequence, Pay team supervisor, team mailing and email address and phone number. RSCs will work with multiple pay teams when supporting units within their Geographic Area of Responsibility (GAOR). The UPC uses the payroll number sequence as a tool for tracking and filing substantiating documents. Please coordinate payroll number additions or changes with the team supervisors.

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3. Effective immediately, all units must change their Site ID in the RLAS ADARS Pay Control file to match the Site ID for their higher headquarters at <https://usarcintra/dcscompt.www/RESPAY/Digest/Kevin/2009 Pay Team Assignment4.xls>. This is necessary to ensure routing of ADARS and RADARS transactions to the correct pay team for resolution. It is also necessary for retrieving monthly unit pay reports. Additionally, units must use their new Site ID and Pay Team number on pay documents, fax headers and mailing labels.

4. Command Codes determine how unit and Command level pay reports are rolled up. The UH022-2005 Report provides a roll up of all unit pay data by Command Code. O&F Commands that wish to roll-up data by subordinate Commands should contact MSG Brown at Misty.S.Brown@USAR.Army.mil.

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Jacqueline.M.Smith@usar.army.mil, DSN 280-3554 or (608) 388-3554.



2008 IRS TD Form W-2s

2008 TD IRS Form W-2s are available on myPay. Reserve Component Soldiers who had a prior year debt collected in calendar year 2008 will receive a tax certificate to use when filing their income tax return. Tax certificates are not available on myPay. Soldiers must contact DFAS-IN at 1-888-332-7411 to request a reissued Tax Certificate the

Soldiers needing a corrected W-2 should contact DFAS-IN at 1-888-332-7411 or DFASRC/NG@DFAS.MIL.

Complete information on 2008 W-2s is available at <https://dfas4dod.dfas.mil/centers/dfasin/library/milpay/policy09/msg09008.pdf>.

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RADARS

Certification Required Action List

On 15 Dec 2008, the Required Action List for Past Due Order Certification was restored in RADARS. Orders on this list block payment of all other orders until they are certified or revoked. Additionally, these orders block TL assignment for orders at the Command AA level. Since there are some orders that can only be paid using the AA (orders affected by transformation, orders cut outside C2) having orders on the Required Action List can delay Soldier payments. We recommend that when an order appears on the list, the Command should set a suspense date of 3-5 days for reconciliation. If the order is not certified within that period, revoke the order so that the other orders can be paid. Remember, a revocation will cause a collection action. If the order is revoked and collected, you can republish the order and repay it through RADARS

Paying Pre-Transformation Orders and Outside C2 Orders

Orders published prior to transformation and orders published outside of C2 must be TLd using the AA of the organization that published the order or the AA of the Command of assignment.

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At the RADARS Pay Request, input/select the UIC from the drop down list (type the UIC in if it does not appear in the menu), click submit.

Enter the FY and SSN (do not use the order number). A list of orders for the Soldier will appear, select the appropriate order. At this point unit must contact O&F or RRC/RSC to TL order.

The order publishing Command will go to the RADARS TL Review screen and input their AA UIC. The pay request will appear, TL as normal.

You can also use the AA of the O&F or RRC/RSC where the Soldier is assigned. Go to the RADARS TL Review screen, enter their AA UIC. The pay request will appear, TL as normal.

POC Kenneth Handy, USAR Pay Policy and Operations, Kenneth.handy@usar.army.mil, DSN 367-9066 or (404) 464-9066.

Welcome New PPO Members

Pay Policy and Operations team has two new team members, Sergeant First Class Kenneth Handy and Sergeant Shanta Cooper.



SFC Handy came to the USARC from the 90th RRC. SFC Handy is the main point of contact for RLAS issues and the Quality Assurance Program.



SGT Cooper is new to the AGR program and is the main point of contact for Congressional Inquiries and field support.



Farewell to Liane Raymann

The Pay Management Division bids farewell to Ms. Liane Raymann, Reserve Pay Analyst, Pay Policy and Operations as she departs for Fort Leonard Wood, MO to join her husband, SGM Thomas Raymann.

Liane came to the USARC from the 90th RRC. During her tenure with Pay Policy and Operations, she was the focal point for Congressional and Presidential inquiries, RLAS system enhancements and support, and the annual Army Reserve Pay Workshop. She also developed the Army Reserve Pay Quarterly Digest. We wish her all the best in her new endeavors.

Address all questions or comments pertaining to the Army Reserve Pay Quarterly Digest to SGT Shanta Cooper, (404)464-9725, shanta.cooper@usar.army.mil